

**SECRET**

POSITION EVALUATION CHART  
RECORDS MANAGEMENT SERIES - GS-0306.01-00

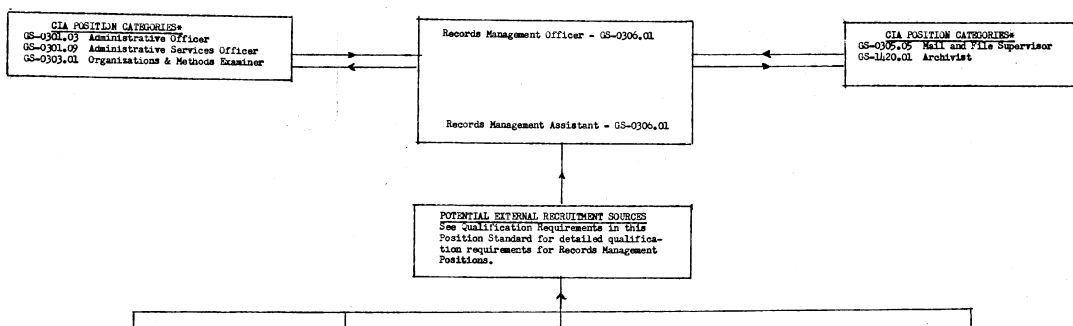
**GRADE LEVEL DISTINCTIONS**

EVALUATION FACTORS	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-05	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-07	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-09	RECORDS MANAGEMENT OFFICER - GS-0306.01-11
	<p style="text-align: center;"><u>DUTIES</u></p> <p>This is the entrance level. Incumbents acquire information concerning the organization and functions of the Agency, the diverse records and records systems maintained, the use of records in the Agency and the principles and practices of records management, particularly in the activities of reference service, maintenance management, and disposition of records. Examples of Tasks: maintenance of a perpetual stock inventory of Agency publications, filling requests for items from that stock, and performing records searches for routine reference requests. Incumbents are encouraged to attend formal classes in records management and are given on-the-job training in records management techniques and practices.</p>	<p style="text-align: center;"><u>DUTIES</u></p> <p>Incumbents perform tasks involved in accessioning, reference, and disposal of records, such as: the preparation of accessioning records, inventory and rearrangement of records when necessary, preparation or improvement of finding media, application of disposal schedules, performance of difficult records searches, inspection of records for condition, and discussion of proposed accessioning or disposal actions with operating officials. Incumbents are encouraged to attend formal classes in records management and are given on-the-job training in records management techniques and practices.</p>	<p style="text-align: center;"><u>DUTIES</u></p> <p>Incumbents perform assigned tasks on surveys or studies; or develop and install records management functions in an operational segment; or exercise responsibility for one major activity of the Records Center, e.g., accessioning, reference and distribution, or disposal. Typical tasks: development and installation of records techniques and procedures, including mail control and correspondence procedures, location and extent of filing stations, classification plans and filing standards, finding media, performance standards, and standardization of filing equipment and supplies; identification, classification and evaluation of Agency documents, to determine whether such documents are record or non-record and to recommend disposition by permanent preservation, microfilming, or destruction according to applicable laws or regulations; reduction, simplification, and improvement of reports and correspondence and development and improvement of form and pattern correspondence, correspondence style standards and training material; design, analysis, simplification, standardization, and determination of essentiality of proposed new or revised forms and determination of most economical means of reproduction.</p>	<p style="text-align: center;"><u>DUTIES</u></p> <p>Incumbents serve as staff survey leaders or operational area officers performing work involving planning, developing and installing a complete records management program for the area. Typical tasks are similar to those for GS-09.</p>
1. SCOPE AND EFFECT	<p>Limited in scope. No area responsibility. Work consists of specific tasks assigned to previous training. Errors of decision or action would result chiefly in delay.</p>	<p>Same as for GS-05.</p>	<p>Area of responsibility: Work consists of specific assignments on surveys or studies; or single operations of the Center, which is a depository for non-current records from all offices of the Agency; or records management activities for an area smaller than an Office or Area Division. Typical workload data: 25-50 controlled forms; 100-500 files; 10-25 correspondence Handbooks distributed (an index of correspondence activity); 25-50 items on disposition schedule; 0-20 file series under the vital materials program. Errors or omissions will impede the work or effectiveness of surveys or studies; or prevent or delay proper reference and disposal service for records; or reduce the effectiveness of the records management program.</p>	<p>Area of Responsibility (staff or area officers): organizational segments with such characteristics as the following: Distribution and copies of records limited to the originating office, e.g., Medical records; few security restrictions, e.g., the Records Management Officer has access to most records and files; Typical workload data: 50-150 controlled forms; 500-2,000 files; 25-75 Correspondence Handbooks distributed (an index of correspondence activity); 50-200 items on disposition schedule; 0-20 file series under the vital materials program. The consequence of errors or omissions is essentially the same as for GS-09.</p>

2. SUPERVISION AND GUIDANCE RECEIVED	Under administrative and technical supervision of a higher grade officer. Instructions are specific. Review is made of work in process and on completion for accuracy and completeness and for progress in acquiring information and knowledge towards which training is directed. Guides are fairly clear and specific. Examples: CIA Regulations, Handbooks, Standards, Training material, issuances of other government agencies (including CSC and Archives) and industrial publications.	Under administrative and technical supervision of a higher grade officer. Work is performed in accordance with specific instructions and is reviewed upon completion for adequacy and for compliance with instructions and procedures. Review is also made for training progress. Guides are the same as for GS-05.	Under administrative and technical supervision of a higher grade officer. Instructions are usually oral and general in nature. The work of staff assistants is reviewed for general conformance with oral or written instructions, for proper application of records management principles, procedures, and techniques, and soundness of judgment. The work of area assistants is reviewed for adequacy of results and program accomplishments. Such assistants also receive technical advice, guidance, and review with respect to methods and objectives from the Records Management Staff. Guides are the same as for GS-05, but include precedent cases.	Under administrative and technical supervision of a higher grade officer. Instructions are usually oral and general in nature. The work of staff officers is subject to review for progress in accordance with survey schedules and for technical soundness, completeness of recommendations, and compliance with standards and criteria. The work of area officers is reviewed for adequacy of results and program accomplishments. Such officers also receive technical guidance, advice, and review with respect to methods and objectives from the Records Management Staff. Guides are the same as for GS-09.
3. SUPERVISION AND GUIDANCE GIVEN	None	None	Staff and Area Assistants - None. Records Center Section Chief closely supervises work of lower grade assistants and is always available for consultation.	Staff officers may give technical guidance to GS-09 Assistants. Area Officers - None.
4. MENTAL DEMANDS	Initiative in learning the functions of the Records Management Program, the Agency, and the activity to which assigned.	In addition to those for GS-05, resourcefulness in making records searches, and determining the accuracy and adequacy of information.	In addition to those for GS-07, initiative in developing methods and techniques, determining classifications and disposition, simplifying and improving reports and correspondence, and designing, simplifying and standardizing forms.	In addition to those for GS-09, discretion and mature judgment in the interpretation and application of records management methods and techniques.
5. PERSONAL WORK CONTACTS	Personal or telephone contacts are primarily for the purpose of obtaining information relating to records or records systems from operating personnel.	Same as for GS-05.	Frequent personal and telephone contacts with administrative and operating personnel, for the purpose of obtaining information or to give advice on records management matters.	In addition to those at GS-09, contacts for the purpose of explaining records management objectives, coordinating project plans and schedules with operating needs, obtaining from operating officials informal acceptance of specific conclusions and recommendations.

# POSITION PROGRESSION DIAGRAM

RECORDS MANAGEMENT SERIES - GS-0306.01-00



PRIVATE INDUSTRIES AND NON-FEDERAL GOVERNMENTS	
D.O.I. Code	D.O.I. Title
O-18.01	Management Engineer
O-26.92	Archivist
O-46.85	Form Designer
O-52.86	File-Service Worker
O-57.70	Systems Engineer

\*For Detailed Requirements for Records Management Positions, See Qualification Requirements in This Position Standard.

FEDERAL CIVIL SERVICE INSIDE CIA	
F.P. 2.P. Code	F.P. 2.P. Title
GS-307-0	Organization and Methods
GS-308-0	Examining Series
GS-309-0	Records Management Series
GS-310-0	Archives Series

U. S. ARMED SERVICES			
Code	M.O.S. Title	Code	M.O.S. Title
2470	Archivist	2600	Administrative Management
2600	Administrative Assistant	2605	Control Officer
2610	Management Analyst	2670	General Services Officer
		3310	Records Management Officer
			Personnel Records Management Officer
	A.F.S. Title		
3705	Management Analysis Officer		
7024	Administrative Officer		

SCHOOLS

Recent Graduates of Accredited Colleges and Universities with a Major in Business Administration, Public Administration, Personnel Administration, or a Comparable Specialization.

EVALUATION FACTORS	RECORDS MANAGEMENT OFFICER - GS-0306.01-12
	<p style="text-align: center;"><u>DUTIES</u></p> <p>This is the highest typically non-supervisory level. Incumbent serve as: staff survey leaders responsible for planning surveys and studies, making assignments, and organizing periodic conferences with operational area Records Management Officers; operational area Records Management Officers. Duties of both types are similar to those at GS-09.</p>
1. SCOPE AND EFFECT	<p>Area of responsibility (staff or area officers): organizational segments with such characteristics as the following: Wide distribution of numerous copies of records, e.g., fiscal records; numerous security restrictions, e.g., the Records Management Officer with program responsibility does not have access to many records and files. Typical workload data: 150-300 controlled forms; 2,000-4,000 pieces of filing equipment; 75-200 correspondence Handbooks distributed; 200-300 items on the disposition schedule; 20-40 file series under the vital materials program. Errors or omissions might cause extensive harm to the records management program, in view of the volume of records activities.</p>
2. SUPERVISION AND GUIDANCE RECEIVED	<p>Similar to that at the next lower level except that projects frequently are of a type to which guidelines and experience have only the most general application. Primary guides are general records management principles, precedent cases, etc.</p>
3. SUPERVISION AND GUIDANCE GIVEN	<p>Staff officers at this level participate in planning surveys and studies, make assignments, organize conferences with area officers, and exercise technical supervision over lower grade records management personnel. Area officers may exercise administrative and technical supervision over lower grade records management personnel.</p>
4. MENTAL DEMANDS	<p>Essentially the same as at the GS-11. However, greater initiative appears as a result of greater complexity of areas and problems surveyed or served.</p>
5. PERSONAL WORK CONTACTS	<p>Same as GS-11.</p>

## POSITION EVALUATION CHART

RECORDS MANAGEMENT SERIES - GS-0306.01-00

## GRADE LEVEL DISTINCTIONS

RECORDS MANAGEMENT OFFICER - GS-0306.01-13	RECORDS MANAGEMENT OFFICER - GS-0306.01-14
<u>DUTIES</u> <p>ents have staff responsibility for Agency-wide planning, on and coordination of a major activity within the Management Program such as: records systems, reports, correspondence management, file standards, vital materials or disposition; or, area responsibility for a complete management program of a large segment of the Agency such as.</p>	<u>DUTIES</u> <p>Incumbent, as Deputy, shares responsibility for the entire Records Management Program; provides staff assistance on program development, staffing and training needs, and is also responsible for planning, directing and coordinating several specific activities of the Records Management Program, i.e., reports management, correspondence management, file standards, records systems, and vital materials.</p>
<p>responsibility (staff officer): The program is Agency-wide in scope and cuts across all command and organizational units. Area of Responsibility (area officer) A large segment of the Agency such as the DD/P. Staff and Area Officers: policies, procedures, decisions and actions reflect directly upon the overall Records Management Program. The consequence of errors or omissions is essentially the same as GS-12.</p>	<p>Area of Responsibility: The program includes all records management activities of the Agency. Errors or omissions might cause harm to the records management program which would be Agency-wide in effect.</p>
<p>administrative and technical supervision of a higher officer. Instructions are expressed primarily in terms of objectives. Technical operation of programs is within the direction of the officer. Work is reviewed principally for quality of accomplishment.</p>	<p>Under administrative and technical supervision of the Chief, Records Management Staff. Instructions are general in nature relating to program objectives. Work is reviewed for conformance with technical and administrative policies established by the Agency.</p>
<p>ents usually plan, direct, assign and review, the work of lower level officers and assistants.</p>	<p>Plans, directs, assigns and reviews the work of lower grade officers.</p>
<p>er initiative, ingenuity, and original thinking appears as a result of the Agency-wide scope of this level.</p>	<p>Essentially the same as for GS-13, except that initiative, ingenuity, and original thinking is required in the development of the entire Agency program.</p>
<p>pts with administrative and operating officials at high levels for the purpose of gaining acceptance of general management policies and practices, calling attention to areas of needed improvement and resulting benefits, and instilling a favorable attitude toward surveys or approval of survey results. Periodic conferences with Records Management Officers in operating areas are held to impart information on new and improved techniques.</p>	<p>Essentially the same as for GS-13, except that a higher proportion of contacts are with top officials.</p>

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RECORDS MANAGEMENT OFFICER - GS-0306.01-15

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DUTIES

Incumbent formulates and develops policies and standards for administration of an active Records Management Program in the departmental and field areas of the Agency; selects the necessary technical staff to carry out specific programs and to operate the Records Center; directs the development of appropriate regulations, books and instructional material pertaining to all phases of records management; advises Agency officials of the application of Federal laws, regulations and procedures to records management needs of this Agency; and maintains liaison with top officials of private industry and public administration.

Area of Responsibility: The incumbent has full responsibility for the Records Management Program of the Agency. Improvements achieved in record-making and record-keeping have a continuing effect on direct and indirect economies of time and money. Authority to destroy records is granted by Congress through the National Archives. The incumbent exercises the authority for this Agency. The consequence of errors or omissions is essentially the same as for GS-14.

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Under general administrative supervision of the Chief, Management Staff. Instructions are general in nature and relate to establishment of major policies and objectives. Only major policy or procedural questions are referred to superior when there is no precedent for action in such cases. Work is reviewed to ensure consistency with general management policies.

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Provides direction and guidance to all personnel assigned to technical and specialized areas of records management and furnishes technical guidance to area officers throughout the Agency.

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Original thinking, ingenuity, and resourcefulness must be exercised in insuring the effective accomplishment of the Records Management Program.

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Liaison is maintained with top officials of the Agency to advise on records management problems and to stimulate the acceptance and improvement of the records management program in the various components of the Agency. Liaison with the GSA is conducted as the chief records management official of this Agency in complying with the requirements of the law.

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